

SUTTLE LAKE CAMP JOB DESCRIPTION

POSITION: PROGRAM RESOURCE STAFF / CAMPING MINISTRY INTERNS

GENERAL RESPONSIBILITY: To support the Camping Ministry of Suttle Lake by providing Christian leadership for specific camp activities as skills and abilities allow, and to assist with kitchen operations, maintenance, housekeeping, and office tasks on a rotating basis as needed.

RELATIONSHIPS AND KEY CONTACTS: Primarily interact with Deans, Counselors, campers, and camp staff.

Responsible to: Director, who will offer overall supervision, assistance, and guidance when needed.

SPECIFIC DUTIES:

A. Participate in training week(s) prior to camp and continuing education during camp, to develop skills in:

1. positive camper discipline,
2. problem-solving,
3. age-level faith development,
4. activity leadership and safety,
5. challenge course facilitation,
6. emergency procedures,
7. food service operations,
8. maintenance, office & housekeeping tasks.

B. Support the volunteer counselors by:

1. Leading specific program activities as directed by the Director or Program Director,
2. Assisting with positive camper discipline and problem-solving as needed,
3. Providing support and encouragement.

C. Organize, lead, and encourage volunteer leadership of, the following camp activities (activities are to be responsive to campers, encourage volunteer staff participation, and build on the camp theme/curriculum):

1. Waterfront Activities (for those staff with current life-guarding or small craft safety certification)
2. Other Activities (including large-group games and others listed under "G" in next column)
3. Singing and music for large group gathering times, i.e.: campfire, worship, rally, mealtimes, morning watch, etc.
4. Logistical program activities like mealtimes with campers, snacks, cabin/showerhouse cleanup, off-site field trips, store, and helping coordinate special events as needed.
5. Supervise and lead campers in activities while Deans and volunteers have a staff meeting.

D. Participate enthusiastically in as many camp activities as possible, even when not responsible for leading.

E. Serve as a cabin counselor in up to four camp sessions with elementary campers and middle school campers as appropriate. (Also may serve with high school campers, if at least 21 years of age.) Live with a cabin group of campers and lead activities as a full-time or part-time counselor for the week, as assigned.

F. Rotate in kitchen (approximately 2-6 meals per week) as Kitchen Assistant as scheduled by the Director. Includes

basic food preparation, serving, clean-up, and inventory as directed by the Head Cook. *All staff assist with washing dishes daily.*

G. Lead or assist with any of the following camper activities with any size group from 6-70 campers as skills and abilities allow:

1. Bible study/Devotions
2. Nature Discovery
3. Swimming/Life-guarding
4. Challenge Course
5. Music/Song Leading
6. Hiking
7. Group Discussions
8. Archery
9. Overnights/Camp Craft
10. Cooperative Games
11. Storytelling
12. Outdoor Cooking
13. Arts & Crafts
14. Canoeing
15. Others as skills/abilities allow.

H. Help with camp clean-up/housekeeping after campers depart from camp.

I. Participate in staff meetings. Add agenda items to list, lead group or faith building activities, provide feedback and suggestions for improvement of camp organization.

DESIRED QUALIFICATIONS: Strong leadership skills with children and youth. Teaching/leadership skills in at least 6 of the activities listed under "G" above, and/or skills in maintenance, office, or kitchen. Preference to applicants with a growing Christian faith and ability to share faith with others. Life-guarding certification preferred, as well as advanced skills in outdoor living skills and recreation. Previous volunteer experience as a CIT or counselor or leader at an organized camp preferred. Oregon State Food Handler's Permit is required. Certification in CPR and first-aid is required. Minimally 18 years old.

ESSENTIAL FUNCTIONS: Able to engage participants in activities with enthusiasm and clear directions; to understand, identify, implement, and articulate clearly to participants safety measures in relation to the activity being led; to appropriately model behavior and use positive behavior management techniques with campers; to handle sharp knives safely when preparing food; to understand and follow food handling precautionary measures; and safely and appropriately handle and use cleaning supplies and other chemicals.